

1. Categories. There are 4 categories of Home To Work (HTW); (a) a position designated by law, (b) law enforcement, (c) field work, and (d) HTW for an individuals as described below.
  - a. A Position Designated by Law. The position of The Secretary of the Department of Health and Human Services is granted HTW privileges IAW Public law 99-550 and 31 U.S.C. 1344. The Secretary is the only position in the Department in this category. Except for the Secretary, it should never be assumed that HTW privileges are authorized.
  - b. Law Enforcement. The category of law enforcement is governed by 31 U.S.C 1344 Section (a)(2)(B). The Secretary HHS may grant HTW privileges under law enforcement for any period of time. If secretarial approval is granted, supervisors must develop an office procedure for authorization and annual review of privileges.
  - c. Field Work. The category of field work is governed by 31 U.S.C. Section 1344 and 41 FMR 102. The Secretary of HHS may grant HTW privileges under Field Work for a maximum of two years. If secretarial approval is granted, supervisors must develop an office procedure for authorization and annual review of privileges.
  - d. Approval for Individuals. HTW authorization for individuals is governed by 31 U.S.C. Section 1344 and 41 FMR 102. The Secretary of HHS may grant HTW privileges for an individual for an initial period of not more than fifteen days. After the initial approval, extensions for not more than ninety days may be requested for the same individual. Request for authorization must include one of the following headings for justification: Clear and Present Danger, an Emergency, or Compelling Operational Consideration. Enough detail must be included to allow for a legal review by the Office of General Counsel.

2. Authorization Process. Authorization for HTW privileges is a two step process. First, the Secretary of Health and Human Services must authorize the group or individual under one of the above categories. After the HHS authorization is granted, the operational supervisor must determine if HTW privileges are required for performance of the duty and identify in writing the individuals and the period the authorization will be enacted.
  - a. Requesting HHS Approval. Requests for HHS approval for law enforcement or field work shall be submitted to OS/ASAM/OAMP Division of Travel and Logistics Policy (DTLP), HHS Fleet Manager through the program sponsor at the OP/STAFF Division HQ level for consideration. The HHS Fleet Manager will not accept any requests from field units. All request memos from HQ program sponsors shall identify the number of all possible billets included in the law enforcement or field work category, the number of vehicles employed in the missions and the expected number of billets that may require HTW authorization during a typical year. Requests for individual HTW privileges (for temporary authorization for clear and present danger, an emergency or compelling operational consideration) shall be submitted to OS/ASAM/OAMP Division of Travel and Logistics Policy (DTLP), HHS Fleet Manager through the appropriate chain of command and must identify the individual and his/her position, the reason the privilege is required and the required start date. OS/ASAM/OAMP Division of Travel and Logistics Policy (DTLP), HHS Fleet Manager will obtain the appropriate OP/STAFF Division HQ concurrence and submit the package to HHS OS/ASAM for approval recommendation to the Secretary of HHS and respond in writing to the requester.
  - b. Supervisor Approval. Supervisors must grant HTW authorization for each position in writing. Documentation must include, at a minimum, the individuals' position, the period of authorization (not more than a year) and the authority (Secretarial approval). Vehicle logs must note each time a vehicle was used under HTW authority with the name of the individual(s). Each employee shall keep a record of their HTW use which includes the vehicle identification (tag number), date and reason.
3. Justification for HTW Authorization. Request for HTW authority shall include a justification based on one of the categories addressed in this section. Requests that cannot demonstrate that authorization is required for safe completion of an HHS mission, rather than convenience of the employee, will not be approved. HTW authorization cannot be approved on the basis of physical security of the vehicle or the price of secure parking. Locations where theft or vandalism is an issue, units must arrange for secure parking as close to the OP/STAFF Division's facility as possible.